

Date:

Division/District: POD/POA

District Termination Memo to Division

TO: [POD CAP POC]

1. We recommend terminating further work on the Section _____ study for [Project Name]. Further study is not warranted based on the following findings:
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 -
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2. We have coordinated this termination recommendation with [Sponsor Name], the local sponsor, [Choose (1) who agrees with the termination. (2) who has prepared the attached correspondence regarding its objection to the recommendation.].
3. Upon your concurrence with our recommendation, we will notify the appropriate interested parties, including the Congressional delegation, of this action.
4. Milestone and Funding History:

Study Phase	Date Initiated	Federal Allocations	Non-Federal Allocations
PRP			
Feasibility Study			
Plans & Specifications			
PDA (As Appropriate)			

5. Choose a or b whichever is applicable:
 - a. Funds in the amount of \$ _____ are available for [Choose One: (1) revocation to the Division Reserve. (2) reprogramming to the _____ study.]
 - b. All allocated funds have been expended for this study.

/s/

DISTRICT COMMANDER OR DESIGNATED DIVISION CHIEF